

**Ela Township Board Meeting
Thursday, March 11, 2004
7:30p.m.
Village of Lake Zurich
Meeting Board Room
70 East Main Street
Lake Zurich, IL.
Approved 5-13-04**

1. Call To Order

The meeting was called to order at 7:32p.m.

2. Board Roll Call

Present: Supervisor Tinerella, Clerk Prouty, Trustees Black, Burch, and Knudtson arrived at 7:53 p.m. Trustee Sullivan was absent. Also present were the Assessor Hoffman, Highway Commissioner Kruckenberg and Senior Director Neuschel.

3. Pledge Of Allegiance

The Board led the audience in the Pledge of Allegiance.

4. Public Comment

Adrienne Virgilio of the Ela Soccer Association talked about a funding request for Soccer scholarships, so that every child that wanted to play Soccer would have the opportunity to play.

Trustee Burch suggested raising every applicant a dollar on his or her fees and that would generate extra dollars for the organization. Adrienne replied that they do average out the fees already between all applicants.

Mark Bajir a Fireman representing the Explorers was at the meeting to answer any questions from the Board. If the Explorers received the funding request, it would enable the instructors not be called away for an emergency when in the middle of instructing.

Katrina Maniak asked the Highway Commissioner some questions on the buses. Also she had questions on future road projects.

5. Approval of Meeting Minutes: 1/26, 2/2, 2/24, and Regular Board Meeting February 12, 2004.

Trustee Burch's motion to approve the minutes for 1/26 with the following change, seconded by Trustee Knudtson. Roll Call: Trustees Burch, Knudtson, Black, and Supervisor Tinerella all voted aye and the motion carried 4 to 0.

Page 2- under the ninth paragraph-replace an executive session -with in.

Trustee Burch's motion to approve the minutes February 24, 2004 with the following changes, seconded by Trustee Black. Roll Call: Trustees Burch, Black, Knudtson and Supervisor Tinerella all voted aye and the motion carried 4 to 0.

Page 1- last paragraph under funding requests Fire District Rural should replace Sports Organization.

Page 2-7th motion- replace in the motion- no fees and 1% higher interest.

Supervisor Tinerella's motion to approve the minutes of February 12, 2004, with the following changes, seconded by Trustee Knudtson. Roll Call: Supervisor Tinerella, Trustees Black, Burch, and Knudtson all voted aye and the motion carried 4 to 0.

Page 3-under Supervisor's report-item #2 two weeks- not two months and web-site address is Ela Township-il.gov.

6. Approval of Disbursement Audit 2-12-04 through 3-10-04

| | |
|---------------------------------|----------------------------|
| <u>GENERAL TOWN FUND</u> | <u>\$137,788.69</u> |
| <u>GENERAL ASSIST</u> | <u>\$960.00</u> |
| <u>GENERAL ROAD</u> | <u>\$13,125.60</u> |
| <u>PERMANENT ROAD</u> | <u>\$29,717.23</u> |
| <u>PARK MAINTENANCE</u> | <u>\$466.68</u> |

| | |
|----------------------------------|----------------------------|
| <u>TOTAL EXPENDITURES</u> | <u>\$182,058.20</u> |
|----------------------------------|----------------------------|

Supervisor Tinerella's motion to approve Board Audit of 2-12 to 3-10-04, minus the fee of \$140.00 to the Supervisor for Evening of Elegance tickets and to add the cost of Crystal reports for the Assessor out of this year budget, seconded by Trustee Knudtson. Roll Call: Supervisor Tinerella, Trustees Black, Burch and Knudtson all voted aye and to motion carried 4 to 0.

7. Approval of Line Item Transfers

GENERAL TOWN FUND

| <u>Amount</u> | <u>From</u> | <u>To</u> |
|----------------------|-----------------------------|-----------------------------------|
| \$.04 | 11506 Treasurer | 11501 Supervisor |
| \$364.46 | 11537 Education | 11503 Assessor |
| \$.14 | 11537 Education | 11505 Trustees |
| \$250.00 | 11537 Education | 11511 Soc.Sec.tax elected |
| \$100.00 | 18580 Land Acq | 18544 Legal Land |
| \$250.00 | 11524 Senior Lunches | 16530 Print/Publish/senior |

GENERAL ROAD FUND

| | | |
|-----------------|----------------------|------------------------------|
| \$ 80.00 | 11535 Rentals | 34561 Gas/oil Highway |
|-----------------|----------------------|------------------------------|

Additional line items transfers required after paying the bills in the second Board Audit.

GENERAL TOWN FUND

| | From | To |
|-------------------|-----------------------------|-------------------------------|
| \$4,005.00 | 16524 Senior Lunches | 16520 Bldg Maint. |
| \$ 500.00 | 16524 Senior Lunches | 16535 Programs |
| \$7,000.00 | 17567 Bus Repairs | 17508 Drivers Salaries |
| \$1000.00 | 17567 Bus Repairs | 17511 Drivers S.S Tax |

GENERAL ROAD FUND

| | | |
|-----------------|---------------------------|---------------------------------|
| \$500.00 | 11564 Publications | 18544 Legal Exp' Land |
| \$200.00 | 34535 Rentals | 34562 Operating Supplies |
| \$750.00 | 34535 Rentals | 34563 Small Tools |

Trustee Knudtson's motion to approve all the line item transfers as listed above, seconded by Supervisor Tinerella. Roll Call: Trustees Knudtson, Black, Burch and Supervisor Tinerella all voted aye and the motion carried 4 to 0.

8. Monthly Updates of Elected Officials (Township Supervisor, Clerk, Assessor, Road Commissioner, and Trustees) and Department Heads, (Senior Director, Youth Center and Bus Service)

Senior Director Sue Neuschel thanked every one that helped at Caribbean Hot Hot Salsa Special event at the Library on February 29, 2004.

Supervisor's Report

Township Website is completed and available to the public at Elatownship-il.gov and look forward to feedback.

Display racks in the Township hallway entrance now has newsletters from the Lake County Forest Preserves and also hope to expand it to include informational materials from Lake County Building and Zoning Departments.

The Database prepared by BVM "Helping Hands" for Lake County has been installed (on a trial basis) at the Village of Lake Zurich Police Department.

Girl Scout Troop #297 is interested in working together with the Township to install some plantings around the Town Hall. They have an early release on May 7th and weather permitting this small project will take place.

The Supervisor feels the need to acknowledge the correspondence from both the Ela Area Youth Sports Organization, and the Park District of Long Grove, asking the Township to reconsider the purchasing of land and to re-direct the surplus funds (approx \$2,500,000) to be used to install the infrastructure needed to develop properties that have already been

donated to Villages from developers. During the past two years several parcels have been donated to the villages in Ela Township and this has lessened the need for additional land. Two residents received financial assistance from the Township through our emergency assistance program. One received \$750.00 for rent assistance and the other received \$210.00 for tires so he could continue working.

We thought we had our first G.A case and after processing this case for about 45 days on the last day the Supervisor made a call to the state and was informed that this person was receiving money.

The Board decided to offer Vehicle stickers to all Lake Zurich residents now that Lake Zurich is discontinuing their stickers.

Trustee Knudtson could not believe that it would take this long to get aid to a needy person.

Treasurer's Report

Accounts have been opened for the money market sweep account at Cambridge Bank and plans are to start using this account April 1, 2004.

Will test drive the direct deposit program in early April-and then hope to have this option available for all employees starting in May.

Currently earning 1.75% on the MM accounts and 2.25% on one year CDs.

The other reports will be attached to the back of the minutes.

Highway Commissioner's Report

Highway Commissioner discussed a problem with a fence at Sturm Subdivision.

The Board will decide to replace or repair after some prices are received. And Trustee Burch stated that he has some Eagle Scouts that could use some more projects in the future. This will be added to the agenda for the April Board meeting for possible action.

Assessor's reported that they are currently working on 2004 assessments and the department is happily awaiting their new employee Tom Huntsha. Assessor Hoffman read some orchid letters that were received from property owners about her staff.

Committee Reports

Trustee Burch gave an update on the improvements for the Parks that will be discussed at the Park Committee meeting that will be held in the future.

UNFINISH BUSINESS

9. Township Budget for FY04/05-review and discuss current version of draft budget based on 2/24 meeting/changes

Supervisor Tinerella updated how the budget was created.

1. In January Department Heads submit to the administration office their requests for the budget and this could be revenues or expenses.
2. The Supervisor does a summation of the requests and this has been done.

3. A special Board meeting was held on February 24, and the Board literally went line by line in the Town Fund and not much on the Road fund.
4. This is the stage the Board is at and instead of decreasing we ended up increasing the budget.
5. Over past years expenditures spent have been approximately 1.3 million and than 1.4 million and this year will be about 1.7 million.
6. We only take in 1.7 million.
7. Need to spend only what monies we take in.
8. Once you spend down the surplus, like if you purchase land, add any new service, hire a new employee or new project, something else is going to have to be eliminated. As you will not have the surplus that we can keep you are dipping into should the land go through.
9. In the Board packets at this time is the current Budget, and the General Town Fund totals 1.9 million without the land.
10. Basically The Board needs to pared down the budget approximately \$113,000, so as not to be dipping into the three million designated for land and also need to end the fiscal year with sufficient funds until the new revenue from taxes start arriving.

Supervisor's suggestions on cutting the budget:

1. Funding requests
2. Administration costs
3. Remove the salary of the Road Commissioner from the General Town Fund to the Road District Fund.
4. Reduce the Health Insurance
5. Social Worker

Trustee Black stated that the Board should establish what the land acquisition and what all the expenses are for the Township and than look at what money is left and that would determined how much money could be given out. A meeting should be had to determine what is there.

Trustee Knudtson stated that funding from the Township should go to organizations that without Township funds they would be defunct. Dollar for dollar to Ela Township residents.

Trustee Knudtson will put his recommendations on funding requests together and get them to the Board for a committee meeting.

A meeting on the March 30 is scheduled to interview three applicants for Ela Township Social Worker position.

No action was made on reducing the budget.

10. Knox Park-Playground Equipment for tots-define plan to choose specific pieces of equipment to be installed this spring and movement of bleachers from Knigge soccer field to Knox while Knigge soccer field is closed for 2004.

Trustee Burch will be consulting with mothers who use the parks with their youngsters to obtain some suggestions on what kind of playground equipment that would prudent to install at Knox Park. Trustee Burch will also be working lighting the sign at Knigge Park. Assessor Hoffman inquired of Trustee Burch Chairperson of the Parks committee if in the future could he schedule the Park Committee meeting later in the day so that residents and Board members could more readily attend.

When weather is permissible the Highway Commissioner Kruckenberg will move the bleachers from Knigge Park to Knox Park, while Knigge Soccer field is closed.

11. Town Hall- Repair existing flagpole and install new base lights-define action plan

Trustee Burch is in the process of meeting with A.P. Electric about solving the light problem of glaring in the eyes of drivers on Midlothian road at the intersection.

NEW BUSINESS

12. Spring Newsletter-approval of PDF to print/mail

Supervisor Tinerella's motion to approve the Newsletter and Trustee Black will review the changes, seconded by Trustee Knudtson. Roll Call: Supervisor Tinerella, Trustees Black, Burch, and Knudtson all voted aye and the motion carried 4 to 0.

13. Park Sign and Flagpole Lights-consideration to approve specifications for the bidding process for Knox Park-determine feasibility of having Township road district perform the necessary trenching for the electrical line

No bids will be needed on this electrical works, as fees are well under the specified allowance.

The Highway Commissioner Kruckenberg, will be doing the trenching to lay the electrical line underground.

14. Annual Town Meeting-finalize agenda, propose moderator and fee.

The agenda was acceptable to the Board and a moderator will be selected at the Town meeting and the fee will be determined at the meeting..

15. Executive Session-consideration to take action on items discussed in closed session

Executive Session was originally scheduled at 7:00p.m. This meeting did not occur as there was not a quorum of the Board.

At 9:45p.m.

Supervisor Tinerella's motion to enter into closed executive session for the discussion on possible pending litigation, personnel, minutes and land acquisition, seconded by Trustee Knudtson. Roll Call: Supervisor Tinerella, Trustees Black, Burch, and Knudtson all voted aye and the motion carried 4 to 0.

Trustee Burch's motion to grant 3% raise across the board to all employees in the Administration Office and Senior Center with more than one year service effective April 1st, 2004, seconded Supervisor Tinerella. Roll Call: Trustees Burch, Knudtson and Supervisor Tinerella all voted aye and the motion carried 3 to 1. Trustee Black voted nay.

16. Adjournment

Trustee Burch's motion to adjourn at 10:10p.m., seconded by Trustee black. The vote was all ayes and the motion carried 4 to 0.

Lucy Prouty Ela Township Clerk